

April 2015

Parent Portal

User Guide

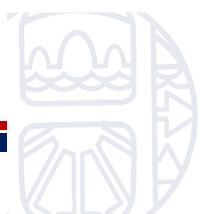


Highfields School



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Highfields School Parent Portal

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a *Management Information System* (MIS). The SIMS Learning Gateway (SLG) Parent Portal enables parent/carers to access the SIMS school database using the Internet. The SIMS Parent Portal also supports the use of mobile devices for parents/carers and students.

Prerequisites

To access the Parent Portal, you need an Internet connection. Basic broadband is sufficient.

Please check the following list of supported browsers to verify that your Internet browser is compatible:

Supported Web Browsers

Browser	PC	Mac
Google Chrome 27	✓	✗
Internet Explorer 11.x	✓	✗
Internet Explorer 10.x	✓	✗
Internet Explorer 9.x	✓	✗
Mozilla Firefox 21	✓	✗
Safari 6.x	✗	✓

Security

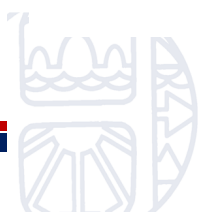
The data stored and made available by schools via the SIMS Parent Portal is highly sensitive, and therefore security must be a priority.

It is your responsibility to ensure that your user name and password be kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.



IMPORTANT NOTE:

Ensure that you always log out of the Parent Portal site and close the internet browser used, otherwise the site may be left open to unauthorised persons.



Getting Started

Logging into the Parent Portal

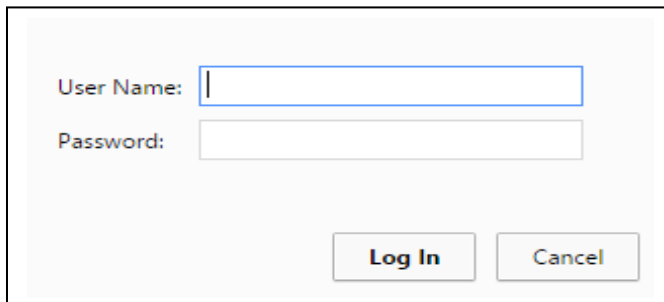
1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the Parent Portal

<https://slg.highfields.derbyshire.sch.uk/slg/parents>

or alternatively follow the useful link from our website which can be found at:

www.highfields.derbyshire.sch.uk

2. A login screen is displayed. Enter the login details that have been provided to you by the school.

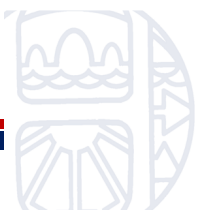


The login screen is a light gray rectangular box. It contains two input fields: 'User Name:' with a blue border and a cursor, and 'Password:' with a white border. Below these fields are two buttons: 'Log In' and 'Cancel'.



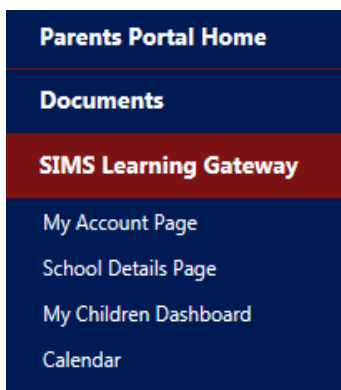
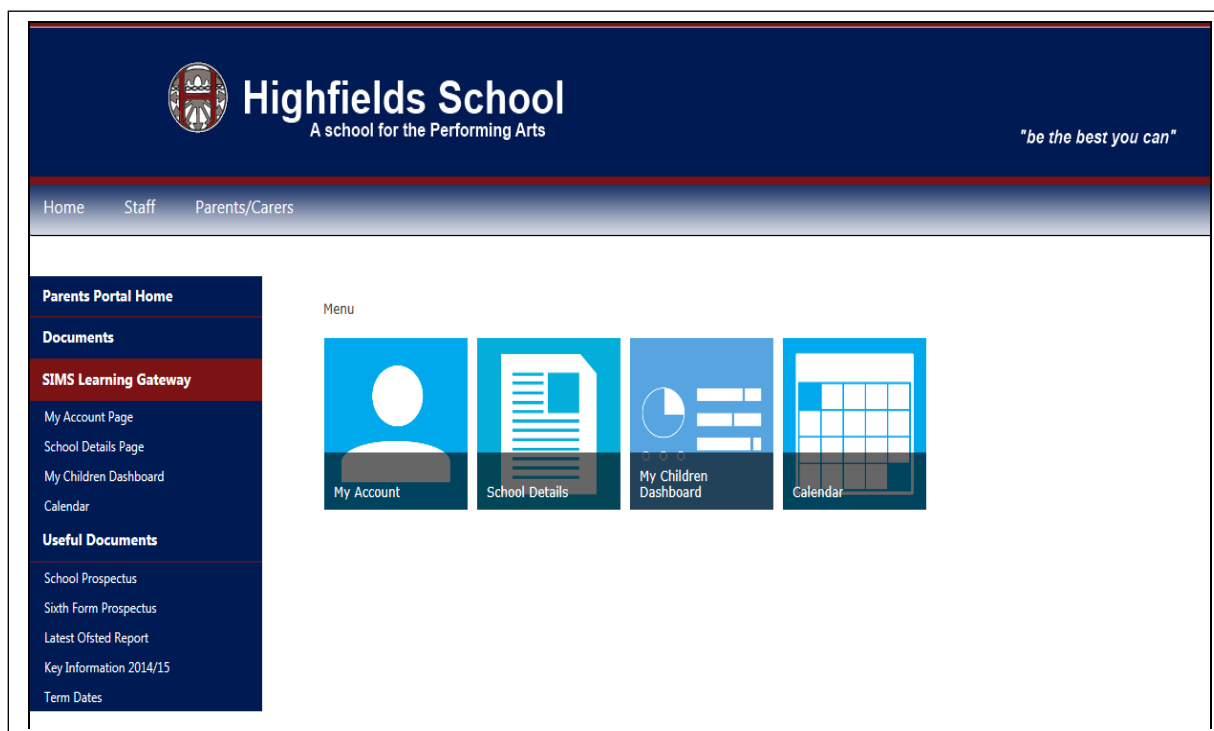
IMPORTANT NOTE:

Do not select the **Remember my password** check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.



Introduction to the Home Page of the Parent Portal

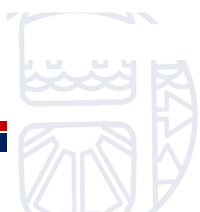
When you log into the **Parent Portal**, the **Home** page is displayed.



When you are logged into the Parent Portal, the **SIMS Learning Gateway** menu in the left-hand navigation bar displays parent-specific links as shown in the graphic opposite

Logging out of the SLG Site

1. Click on the **<your name>** link at the top right of the page to display the user menu.
2. Select **Sign Out** to log out of the Parent Portal.
3. Click the **Yes** button to sign out.

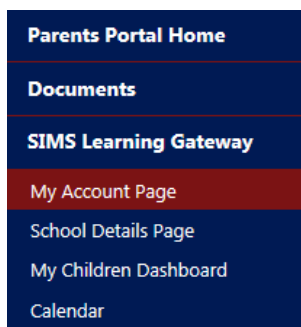


Managing Your User Account

Introduction

Click the **My Account Page** link on the navigation bar on the left-hand side of the screen to display the **My Account** page. From here you can:

- change your security question and answer.



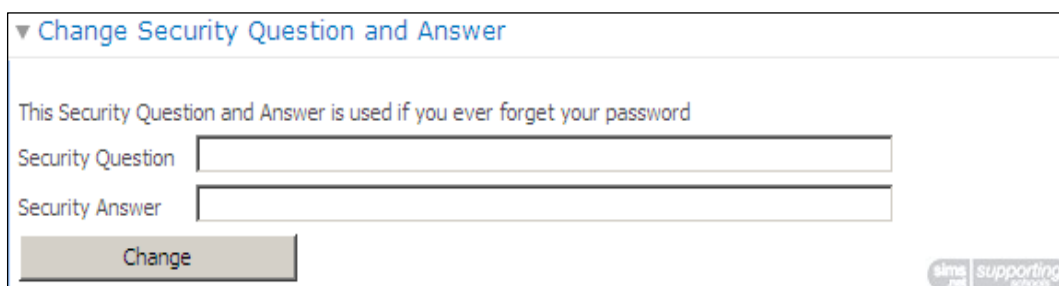
Changing Your Security Question and Answer



IMPORTANT NOTE:

To be able to request a password reset, you must set at least one Security Question and Answer as an additional security step. Until you have provided such a question and answer, you will be prompted to do so every time you access your user account pages.

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.



NOTE: The question must be something that only you know the answer to, but is relatively easy to remember. Examples include the model of your first car, your favourite childhood film or your first holiday destination abroad. Do not use (friend, pet, or family) names, as these are easily guessed as a password

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button.

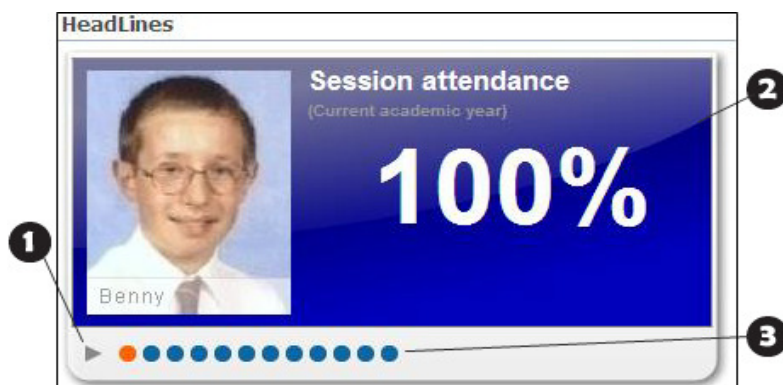
If your change of question and answer is not successful, you are given the reason why and the opportunity to try again. Ensure that you meet all requirements.

If you have forgotten your password, please contact the school for assistance. You can email PortalEnquiries@highfields.derbyshire.sch.uk or telephone the ICT department on 01629 581888.

My Children Dashboard

- **Headlines**
- **Today's Attendance**
- **Events**
- **My Children Links** (provides access to the Student Dashboard).

- lateness
- achievements (rewards)
- behaviour information (consequences)



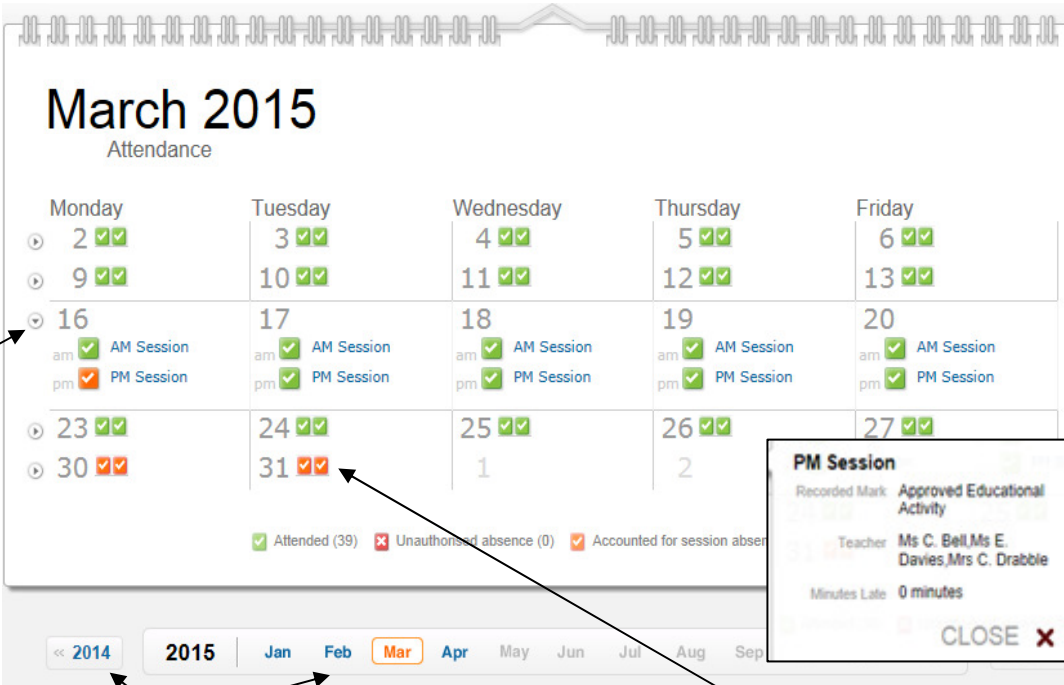
- 1 Click the arrow to play the headlines in an ordered slideshow.
- 2 Click a slide to stop the slideshow. Click again to restart the slideshow.
- 3 Click a circle to view an individual headline.

Today's Attendance

The **Today's Attendance** panel displays today's attendance information for your child / children.

To view the attendance information for your child, click their name.

To view your child's attendance history, click the **History** button.



Click a triangle to expand the week and view the sessions.

March 2015
Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
2 ✓✓	3 ✓✓	4 ✓✓	5 ✓✓	6 ✓✓
9 ✓✓	10 ✓✓	11 ✓✓	12 ✓✓	13 ✓✓
16 am ✓ AM Session pm ✓ PM Session	17 am ✓ AM Session pm ✓ PM Session	18 am ✓ AM Session pm ✓ PM Session	19 am ✓ AM Session pm ✓ PM Session	20 am ✓ AM Session pm ✓ PM Session
23 ✓✓	24 ✓✓	25 ✓✓	26 ✓✓	27 ✓✓
30 ✓✓	31 ✓✓	1	2	

Legend: ✓ Attended (39) ✗ Unauthorised absence (0) ✓ Accounted for session absence

Navigation: << 2014 | 2015 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep

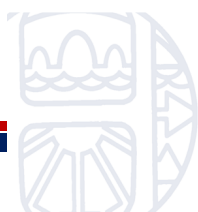
PM Session Details:

- Recorded Mark: Approved Educational Activity
- Teacher: Ms C. Bell, Ms E. Davies, Mrs C. Drabble
- Minutes Late: 0 minutes

Click a session to view the details, including the attendance mark recorded for your child.

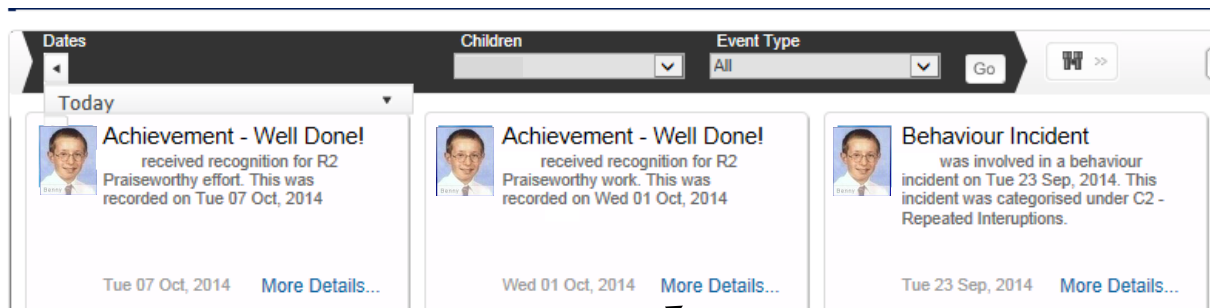
Navigate to a different month or year by clicking the desired month name or year.

Attendance Mark	Definition
✓	Present
✓	Approved Educational Activity, Attendance Not Required, Authorised Absence
✗	Unauthorised Absence
	No Mark Entered

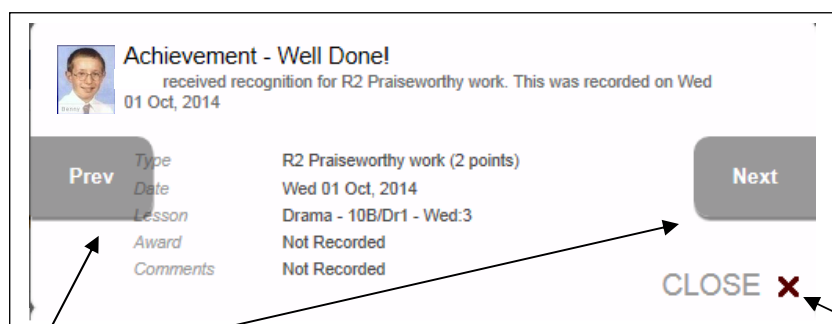


Events

The **Events** panel displays up-to-date information for lateness, achievements (rewards) & behaviour incidents (consequences).



Click **More Details** to display all the information about the event.



Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events.

Click the **Close** button to return to the **My Children Dashboard**

Filtering Events by Date Range

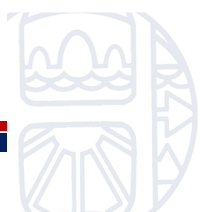
To filter events by date range:

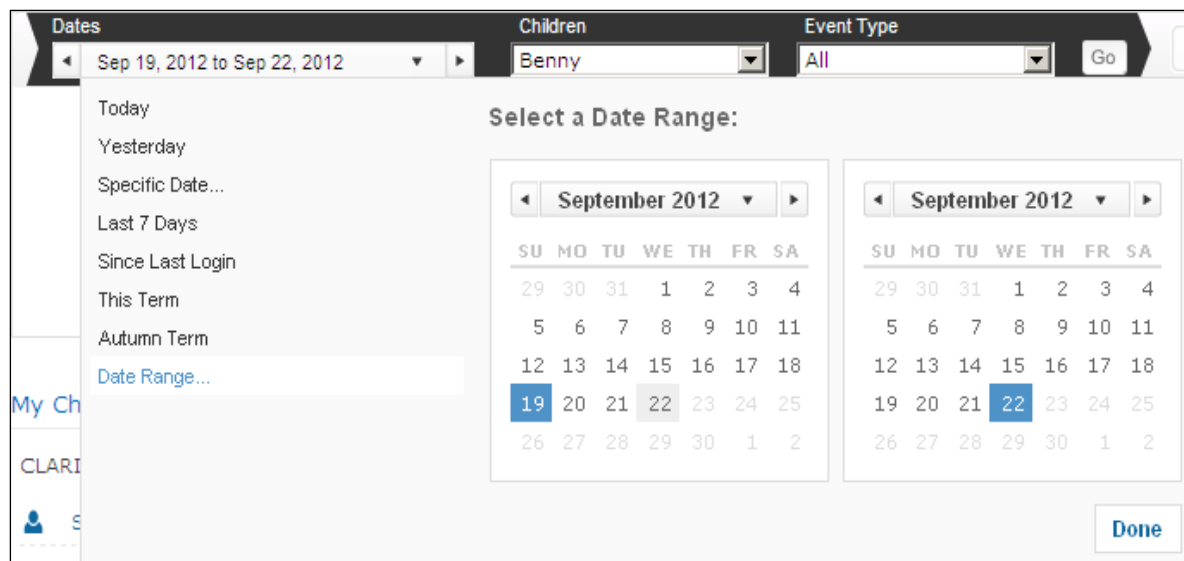
1. Click the **Filter** button.



Filter button

2. Select the desired date range from the **Dates** drop-down list.





3. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.
4. Click Go.

Filtering Events by Child or Event Type

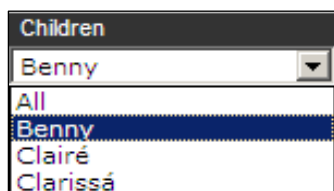
To filter the displayed events by individual child or by event type:

1. Click the **Filter** button.

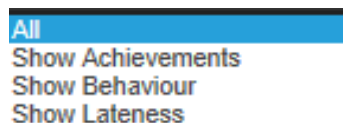
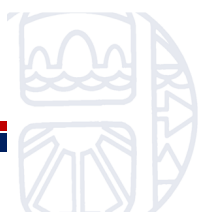


Filter button

2. To filter by child, select the child from the **Children** drop-down list and click the **Go** button.




3. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.






My Children Links


The **My Children Links** panel provides hyperlinks to school related details of your children:


My Children Links


Student 1 

 [Student Dashboard](#)

 [View Reports](#)

Student 2 

 [Student Dashboard](#)


 [View Reports](#)

Student Dashboard

The **Student Dashboard** allows you to view essential student information at a glance.

- Student details, Attendance & Conduct Summary

Student Details more info..

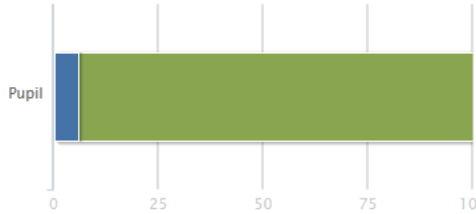


Preferred Name	Student 1
Year Group	Y10
Reg Group	10DB
House	Aeris

[Timetable](#)

Attendance more info..

Session Attendance (Sep 01 2014 – Apr 08 2015)



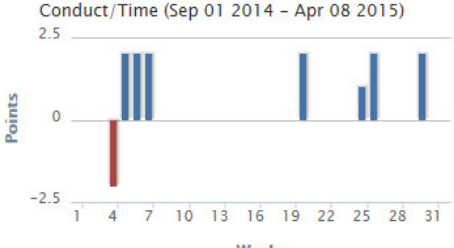
0 25 50 75 100

■ Unauthorised Absence
 ■ Present
 ■ Authorised Absence

▼ Conduct Summary

Conduct more info..

Conduct/Time (Sep 01 2014 – Apr 08 2015)




Points

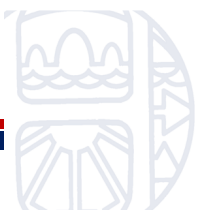
2.5 0 -2.5

1 4 7 10 13 16 19 22 25 28 31

Weeks

■ ACHIEVEMENT
 ■ BEHAVIOUR






Viewing Student Details

The **Student Details** Web Part provides basic student registration information such as **Preferred Name, Class** and **Year Group**.

Student Basic Information - Ben Abbot

Legal Forename	Benjamin	
Middle Name(s)	Michael	
Legal Surname	Abbot	
Preferred Surname	Abbot	
Preferred Forename	Ben	
Date of Birth	12/07/1993	
Age	15 years, 4 months	
Gender	Male	
Birth Certificate Seen	<input checked="" type="checkbox"/>	

Additional buttons at the bottom of the Student Details tab provide quick access to the **Student Timetable**

Click the **more info** button in the corner of the student details tab to access further information:

- Student session attendance
- Student classes
- Student conduct summary

Student Conduct Summary

The **Student Conduct Summary** provides a list of **Achievements** and **Behaviour** events for the selected **Academic Year**.

PLEASE NOTE: As this is a new system, there will be no achievement / behaviour events displayed before the academic year 2014/15.

Student Conduct Summary

Academic Year: Academic Year 2014/2015 Refresh

Achievements - Total Points 13

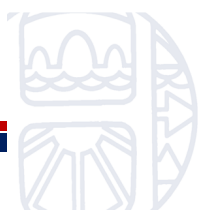
Page 1 of 1 Items per page 10 Displaying 1-7 of 7 items

Date	Type	Points
27/03/2015	R2 Praiseworthy effort	2
25/02/2015	R2 Praiseworthy work	2
17/02/2015	R1 good work/effort	1
15/01/2015	R2 Praiseworthy work	2
15/10/2014	R2 Praiseworthy work	2
07/10/2014	R2 Praiseworthy effort	2
01/10/2014	R2 Praiseworthy work	2

Behaviour - Total Points 2

Page 1 of 1 Items per page 10 Displaying 1-1 of 1 items

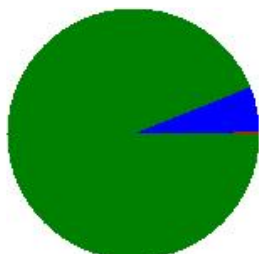
Date	Type	Points
23/09/2014	C2 - Repeated Interuptions	2



Student Session Attendance Summary

▼ Student Session Attendance Summary

The information displayed shows a summary of the student's attendance



Description	Sessions	%
Present	221	94
Authorised Absence	14	6
Unauthorised Absence	0	0
Marks not Recorded	0	0

■ Present
■ Authorised Absence
■ Unauthorised Absence
■ Marks not Recorded

Click here to see detailed information

[More Session Attendance Details...](#)

Clicking on 'More Session Attendance Details' shows a detailed breakdown of session attendance.

The information displayed shows details of the student's session attendance.

End Date

07/04/2015



Refresh



Week View



Month View

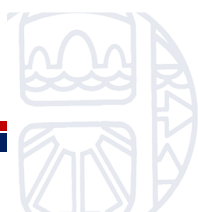
Month View of Session Marks Between 01/09/2014 - 07/04/2015.

Each cell contains session marks for a particular day e.g. morning and afternoon.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S
September 2014	YY	YY	YY	YY	##	##	##	##	##	^	^	^	##
October 2014			^	^	^	##	##	^	^	^	II	^	##
November 2014						##	##	^	^	^	^	^	##
December 2014	^	^	/P	/I	/P	##	##	^	^	^	^	^	##
January 2015				##	##	##	##	^	^	^	^	^	##
February 2015							##	II	^	^	^	^	##
March 2015							##	^	^	^	^	^	##
April 2015			##	##	##	##	##	##	##	##	##	##	--
May 2015					--	##	##	##	--	--	--	--	--

To view the session marks for another week or month:


1. Click the **Calendar** icon and select an **End Date**.
2. Select the **Week View** or **Month view** radio button.
3. Click the **Refresh** button to update the display.



Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date**. It also provides links for accessing the **Student Group Details** page and the **Student Timetable**.

▼ Student Classes

Effective Date 

Student Classes

Time	Class Name	Subject	Teacher	Room
09:00	10s/En3	English	Mr C J Warrington	E3
09:50	10s/Ma2	Maths	Miss S M Wallhead	C2
11:05	10SD1/Pr	PRS	Mr J R Platts	H7
11:55	10SD1/Ph	Physics	Mrs C L Morgan	H11
13:50	10D/Pe1	PE	Mr C Shirtcliffe	L1
14:40	10D/Pe1	PE	Mr C Shirtcliffe	L1

Select the date required using the calendar and click refresh to view class information


To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date.
2. Click the **Refresh** button to update the display.

Student Timetable

The **Student Timetable** page is accessible via the **Student Dashboard** by clicking the **<Student Name> Timetable** button on the **Student Details** web part.

Student Details



Preferred Name Student name

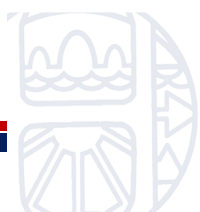
Year Group Y10

Reg Group 10DB

House Aeris

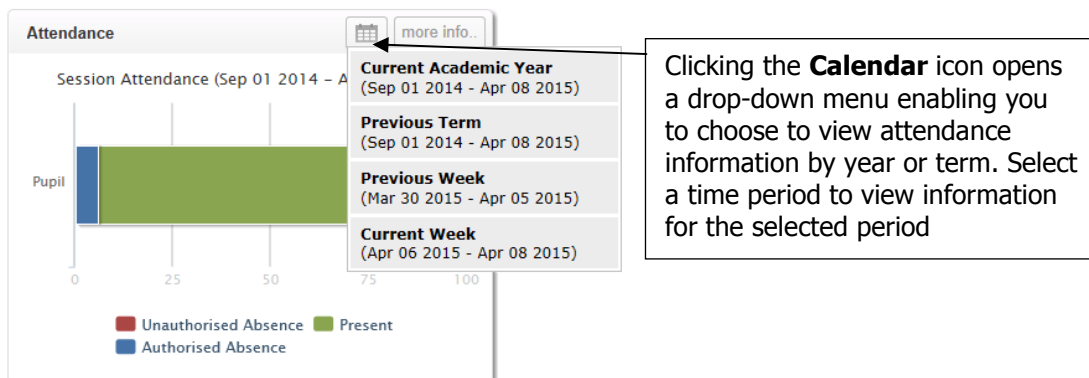
Benny's Timetable

1. To change the date (range) displayed, use the arrow buttons.
2. To change the timetable view, select the **Day**, **Week** or **Month** button.

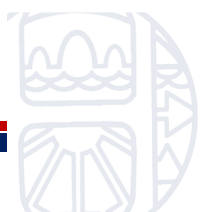
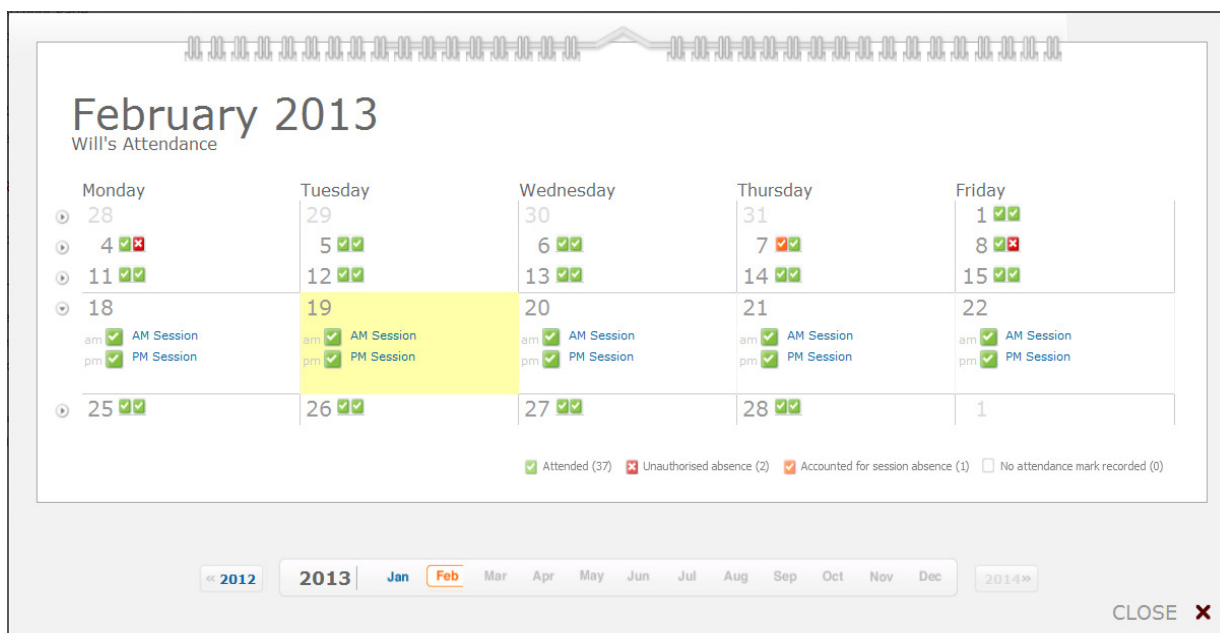


Viewing Attendance Information

The **Attendance** Web Part provides information on a pupil/student's session attendance in a colour-coded, graphical format. Hovering over an entry will display attendance details broken down by **Present** (green), **Unauthorised Absence** (red) and **Authorised Absence** (blue), the number of sessions and the percentage.



Clicking the **more info** button in the top right corner of the Attendance Web Part opens the calendar. Each calendar month provides a breakdown of attendance per session per day and clicking on a session displays teacher information, recorded session mark and minutes late (see page 11).



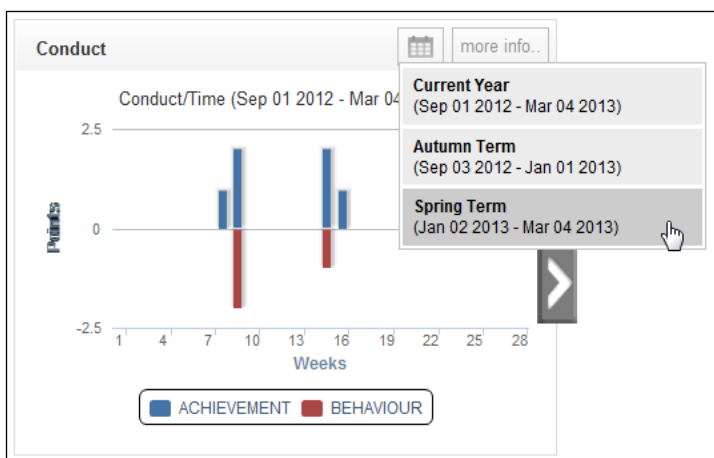
Viewing Conduct Information

The **Conduct** Web Part provides information on student conduct in colour-coded and in graphical format.

Hovering over an entry displays attendance details broken down by:

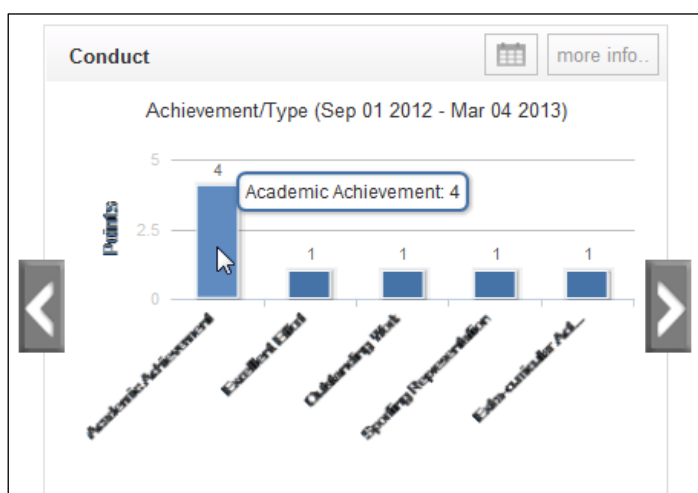
- **Achievement (rewards):** <positive number>
- **Behaviour (consequences):** <negative number>
- **Week** <No.>

Click the **Calendar** icon to produce a drop-down menu that enables you to view conduct details by year or term.



Use the scroll buttons to view details by *conduct type*

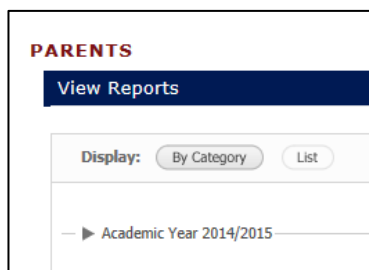
Hover over each bar to display a pop-up showing **<conduct type: points>**.



Click the **more info** button in the top right corner of this Web Part to be redirected to the **Student Conduct Summary** panel (please see page 10). This panel provides full details of all rewards and consequences as held by the school.

Viewing Student Documents

The **Student Documents** panel provides access to the latest Assessment Profile / Progress Report for your child.

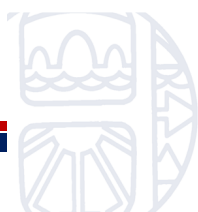


Click on the ► at the side of the Academic Year 2014/15

Click on the Assessment Profile / Datasheet you wish to view.

Further Support

If you have any difficulties accessing the Parent Portal or require technical assistance please email PortalEnquiries@highfields.derbyshire.sch.uk or telephone ICT on 01629 581888.



Appendix

Parent Portal Acceptable Usage Policy

This Policy applies wherever access to the Highfields School Parent Portal management system interface is provided. This policy applies whenever information is accessed through the Highfields School Parent Portal, (whether the computer equipment used is owned by Highfields School or not) and applies to all those who make use of the School's Parent Portal Service.

Ownership and Administration of this Policy

Highfields School owns and administers the policy.

Objectives of Highfields School Parent Portal Acceptable Usage Policy

Security

This Policy is intended to minimise security risks which might affect the integrity of Highfields School's data, the Authorised Parent Portal User and the individuals to which the Parent Portal data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Highfields School Parent Portal system, by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information.
- Exposure of Highfields School to vicarious liability for information wrongfully disclosed by authorised users

Data Access

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to. This Policy aims to promote best use of the Parent Portal system to further the communication and freedom of information between Highfields School and Parents\Carers.

Parent Portal Acceptable Usage Policy Agreement

Authorised Parent Portal Users

Highfields School's Parent Portal system is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of this Policy.

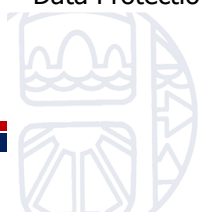
The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for pupils, the names of whom must be stated on the Parent Portal Parental Access Request Form.

A copy of the form will be held by the school for audit purposes.

Requests for Access to the Parent Portal system must be made to Highfields School using the Parent Portal Parental Access Request Form.

Personal Use

Information made available through the Parent Portal system is confidential and protected by law under the Data Protection Act 1998. To that aim:



- Users must not distribute or disclose any information obtained from the Parent Portal system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility
- Users should not attempt to access the Parent Portal system in any environment where the security of the information contained in the Parent Portal system may be placed at risk e.g. a cybercafé.

Password Policy

You must assume personal responsibility for your individual user name and password and **always** keep it confidential. Never use anyone else's username or password. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

In some instances, users may be given the right to change the Parent Portal password from the one originally issued by the school. If this is the case, the following rules must be followed:

- Passwords **must** be at least 6 characters in length
- Passwords **must** contain at least one of the following categories:
 1. English uppercase characters (A to Z)
 2. English lowercase characters (a to z)
 3. Base 10 digits (0 to 9)
- Non-alphabetic characters may also be used (for example !, \$, %, ?)
- Passwords must not be similar to your own name or username, for example: cutler1

Questions, Complaints and Appeals

Parent Portal users should address any complaints and enquiries about the Parent Portal system to Highfields School by email: PortalEnquiries@highfields.derbyshire.sch.uk or telephone: 01629 581888.

Highfields School reserves the right to revoke or deny access to the Parent Portal system of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- Court ruling preventing access to child or family members is issued
- Users found to be in breach of this Parent Portal acceptable usage policy

If any child protection concerns are raised or disputes occur, the school will revoke access for all parties concerned, pending investigation.

Please note: Where Parent Portal access is not available, Highfields School will still make information available according to Data Protection Act (1998) law.

Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

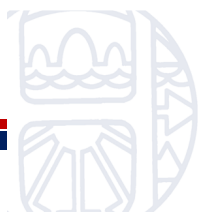
I formally agree to the terms of this policy:

Parent/Carer Name (1): Signature:
(Print name)

Parent/Carer Name (2): Signature:
(Print name)

Student Name (1): Student Name (3):

Student Name (2): Date:



Highfields School



Highfields School
Upper Lumsdale, Matlock DE4 5NA
Headteacher: P E Wilkes

Telephone: 01629 581888
Fax: 01629 57572

info@highfields.derbyshire.sch.uk

www.highfields.derbyshire.sch.uk

